

Intake Assistants & Technicians

South Central Planning & Development Commission is accepting resumes for both Full-Time and Part-Time Intake Assistants & Intake Technicians at several locations throughout the state of Louisiana.

- Baton Rouge Area
- Denham Springs/Hammond Area
- Houma-Thibodaux Area
- Lafayette Area
- Lake Charles Area
- Natchitoches/Alexandria Area
- New Orleans Area

The Intake Assistant's & Technician's main duty is to assist applicants with the application process for its Recovery Small Business Loan Programs. Assistance includes collecting, evaluating, and packaging business documentation such as taxes, financials and evidence of storm damage to meet program requirements. These positions involve assistance in professional-level duties, and requires good communication and computer skills. These positions also require routine administrative tasks, occasional field work, and the ability to work well with the public and fellow co-workers. The individual(s) should possess a high school diploma or equivalent and have similar work experience. These are hourly positions with starting pay at approximately \$13.50 - \$22.50 an hour depending on experience. Full-Time fringe benefits include health/dental/vision/life insurance, paid holidays, vacation & sick leave. Resumes will be accepted until positions are filled. Send resume to: SCPDC Intake (indicate the location you are interested in applying for) *example: Houma Intake or Lafayette Intake*. PO Box 1870, Gray, LA 70359 or email to: employment@scpsc.org SCPDC is an EOE/AAE